

**Laurence Jackson School**

**Person Spec: Finance/HR Manager**

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|  | **Essential** | **Desirable** |
| **Skills, knowledge & experience** | * At least two years’ experience of successfully leading and managing a finance/HR team * At least two years’ experience of budget setting in a school environment * Experience of managing absence and payroll * Experience of advising and managing staff on a variety of HR issues such as salary and absence * Good ICT skills, including Microsoft Office * Experience of using budgeting software * Able to gather, analyse and evaluate figures accurately to produce management reports and information to agreed deadlines * Awareness of data protection, safeguarding, security and confidentiality * Effective presentation and communication skills * Knowledge of current legislation affecting the recruitment and selection of staff | * Educated to degree level or equivalent appropriate financial qualifications (AAT or equivalent) * Awareness of and understanding of education finance and reporting requirements * Experience of leading the strategic financial planning for a school or other organisation |
| **Attributes and values and personal qualities** | * An ability and commitment to promoting the school, its ethos and achievements to a variety of audiences including current and prospective parents, professionals, Governors and other Stakeholders * Excellent organisational and line management skills * Able to work in a team, accept delegated responsibility and delegate as appropriate * Maintain a high level of professionalism at all time * Able to work under pressure and meet deadlines * Able to think creatively and make sound, balanced decisions based on effective analysis, appropriate consultation and interpretation of information * Personal integrity and a positive role model to others * Ability to constructively challenge the work of self and others and a commitment to service quality and continuous improvement * Demonstrate a passion for the education and welfare of pupils and young adults * Excellent interpersonal skills and a high level of emotional intelligence * Energy, enthusiasm, resilience and commitment, initiative, flexibility and sense of humour with a can do attitude * Willingness and ability to adapt to change, learn new systems and support and develop staff * Commitment to promoting the wellbeing and mental health of the school community * Commitment, passion, enthusiasm and drive to achieve the very best for the pupils and the school community as a whole |  |
| **Other**  **requirements** | * Commitment to safeguarding and promoting the welfare of pupils and young adults * Commitment to equal opportunities and the ability to recognise discrimination in its many forms and be willing to put equality policies into practice * Excellent punctuality and professional conduct |  |

Application Form

Interview

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